

LOS ANGELES REGIONAL FOOD BANK JOB AD

Job Title: **Production Coordinator**
Status: Hourly/Non-Exempt
Supervisor: Warehouse/Logistics Manager

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

Principal functions:

Oversees work groups to ensure production of food kits and boxes in Food Rescue Program (FRP) and Gleaning Room, as assigned. Maintain production by keeping order of all product and workers, ensuring safety and a productive working relationship among warehouse team and volunteers.

Duties:

- Prepares/stages work area for workers assigned in FRP/Gleaning Room. Wraps up/breaks down staging area once production is complete. Assures product, packaging, labels, equipment and all other tools are ready for production to begin according to schedule by coordinating efforts with supervisor.
- Train and oversee workers as assigned. Provides food safety and production-specific training to all workers, ensuring compliance with food and general safety requirements.
- Assures appropriate labels and tags are placed to sorted or finished products and packages or pallets and finished goods are shrink wrapped in a safe manner.
- Sorts and disposes of product tagged for disposal, keeping track of poundage for waste reports.
- Pack finished goods into correct packages and/or boxes and places into staging area for storage/racking by Warehouse Workers.
- Tracks production using daily production log or other documents. Prepares poundage reports daily.
- Place finished goods on the designated pallet(s).
- Oversees production output during Program kitting days.
- Notifies warehouse supervisor of any mechanical or material issues.
- Notifies Volunteer Department and supervisor of performance issues, food or general safety concerns and documents accordingly.
- Maintain a clean, safe and organized working area.
- Aids in monthly inventory as needed.
- Performs all work in support of Food Bank Values.
- Other duties as assigned.

Physical Demands:

- Regularly required to stand, reach, bend and move about the facility.
- Must be able to safely operate pallet jack and/or forklift.
- Must be able to lift, push, pull, and carry up to 40 lbs. regularly throughout the shift.

Qualifications:

- Good interpersonal and communication abilities to interact with small or large groups and prepare e-mails.
- Familiarity with Microsoft Office Suite products and Google Mail.
- Operate manual and electric pallet jacks and forklifts and able to lift 40 pounds.
- Candidate must be personable with the ability to interact with everyone from volunteers to upper level management.
- High school graduate or equivalent.

Benefits:

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan
- Employee Assistance Program
- Vacation: 2 Weeks for the first 3 years.

If interested in this position, please apply directly at jobs@lafoodbank.org with résumé

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

To learn more about the Food Bank check out our YouTube video:

https://www.youtube.com/watch?v=oMmy0NQBhw8&list=PLIA0WX5PAfgA_ZjX9hJfOxBbQbDENL5Yd&index=5

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".